



Platinum WIC  
Participant Centered Services



## Academy for Participant-Centered Leadership (APL)

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### APPLICATION FOR 2013-14

Do you have talented staff you would like to see grow in their leadership capacity? Are you looking for an opportunity to improve your WIC site? If yes, we are pleased to offer you the opportunity to participate in the Academy for Participant-centered Leadership (APL) Program. Since its inception in 2010, 113 WIC staff members from 39 different local agencies representing all ten regions have participated in the APL program.

The APL program is an excellent way to enhance Platinum WIC participant-centered services (PCS). This program provides mentoring, leadership training, and technical assistance for APL trainees as they work with their colleagues and managers to enhance the local agency environment. Designated State WIC APL consultants provide coaching and support as trainees plan, implement, and evaluate a platinum project. These projects are designed to address one or more of the eight domains from the Platinum WIC model: Site Environment, Employee Training, Worksite Wellness, Partnerships, Cultural Competency, Leadership and Training, Education, and Engaged Staff. Projects to date include gathering customer input, improving work processes, implementing site improvements, and strengthening WIC teams to provide improved services.

We are seeking frontline employees such as WNAs, site managers, phone staff, clerks and educators. Directors, Managers and Supervisors act as sponsors, and support their trainees by providing space, equipment, time, guidance and feedback; and by encouraging trainees to share information at appropriate levels within the organization.

#### Application Process

The following pages include a program overview, program schedule, and an application with directions for submission.

**The completed application package is due via email July 12, 2013.** Individuals will be informed of their acceptance into the program by August 2, 2013. This year's Academy will run from October 2013 to September 2014.

#### **QUESTIONS?**

Contact [Delfina.Shelomenseff@cdph.ca.gov](mailto:Delfina.Shelomenseff@cdph.ca.gov)  
or (916) 928 8541

APL activities and resources include workshops, webinars, technical assistance, and mentoring in both leadership concepts and practical application to support APL program participants as they become change leaders for their agencies. WIC Directors or Supervisors whose staff is participating receive APL program orientation and mentoring.

## ***Workshop #1: Getting Ready for APL***

You will receive an introduction to APL, project planning guidelines, and discover how your temperament preferences play a part in interactions with others. You will explore the challenges to make lasting changes and identify how you and your work team might achieve desired outcomes. All of this will guide you as you begin to think about your plan for completing your Platinum WIC project.

## ***Between Workshops***

Through webinars, site visits and phone conferences with your APL consultant, you will receive direction and technical assistance to define and manage your Platinum WIC project, and introduce it to your director or manager and other staff at your agency.

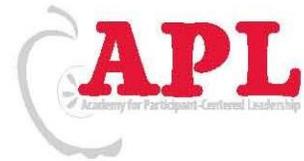
## ***Workshop #2: On the Way to Platinum Service***

During this workshop, you will continue developing your Platinum WIC project plan, tailored to your WIC agency. You will share what is going well and what could be better with your projects and receive feedback from each other. You will discover your communication style and explore how to communicate with members of your WIC team who have different communication styles. You will have the opportunity to learn or enhance your presentation skills.

## ***Workshop #3: Keeping it Going***

You will present your Platinum WIC project by sharing your implementation strategies and outcomes achieved. You will discover how to keep your efforts going to build on your success. Also, you and your fellow trainees will celebrate your accomplishments and receive a certificate of completion for fulfilling your commitments to the APL program.

# APL PROGRAM SCHEDULE



## **JUNE - JULY 2013**

- Application process
- Program trainees selected and notified

## **OCTOBER 2013**

- APL Orientation Webinar for Directors and Supervisors - day and time to be determined

## **OCTOBER 29-31, 2013**

- Leadership Workshop #1 - Sacramento, State WIC Training Center  
*Starts 10am October 29<sup>th</sup> and ends 12 noon October 31<sup>st</sup>*

## **DECEMBER 13, 2013**

- Webinar – 9-11am

## **FEBRUARY 4-6, 2014**

- Leadership Workshop #2 - Sacramento, State WIC Training Center  
*Starts 10am February 4<sup>th</sup> and ends 12 noon February 6<sup>th</sup>*

## **MARCH – JUNE 2014**

- Site visits with APL Consultants

## **JUNE 20, 2014**

- Webinar – 9-11am

## **SEPTEMBER 10-11, 2014**

- Leadership Workshop #3 - Sacramento, State WIC Training Center  
*Starts 9am September 10<sup>th</sup> and ends 2pm September 11<sup>th</sup>*

## Section I - General Information



Name	
Organization	
Current Job Title/Position	
Work Address	
Work Phone/Ext.	
Work Fax	
Work Email	

### Education and Training

Highest Degree You Have Earned	
Year Degree Earned	
Major Study	

## Section II - Background/Work Information



Dates at current organization	
Dates at current position	
Typical work hours per week	

### Direct Supervisor's Information

Name	
Title	
Phone	
Address	
Email	

**Please describe your major responsibilities in a few sentences:**

## **Section III - Descriptive Data**

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**Why would you like to participate in the APL program?**

**What do you like most about your current job?**

**What are the most challenging aspects of your current job?**

**Why should your supervisor and agency support your participation in the APL program?**

## Section IV - Commitments



### Applicant Commitment

As an applicant for the APL training, I am willing and able to make the following commitments if accepted:

1. I will commit the time necessary for all APL activities and the completion of a Platinum WIC project – a minimum of 16 hours per month, excluding workshops.
2. I will complete all assignments, and evaluation surveys.
3. I will attend the leadership workshops which will be held in Sacramento:
  - a. October 29-31, 2013
  - b. February 4-6, 2014
  - c. September 10-11, 2014
4. I will participate in the following Webinar trainings (1-2 hours each):
  - a. December 13, 2013
  - b. June 20, 2014
5. I will work with State Training staff that will provide technical assistance through site visits, email, and phone conferences.

Applicant Name \_\_\_\_\_

Local Agency Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section IV – Commitments



### WIC Director and Supervisor Commitment

I am willing and able to make the following commitments to support this applicant if accepted for the APL training:

1. I will make available the time necessary for the completion of all APL activities and a Platinum Project. This will include time spent working with other staff members – a minimum of 16 hours per month, excluding workshops.
2. I will arrange for the applicant's attendance at all leadership workshops and webinars.
3. I will attend the APL orientation webinar designed specifically for Directors and Supervisors of APL program participants in October 2013 - day and time do be determined. (*Directors/ Supervisors who have attended orientation in the past are not required to attend this year*).
4. I will provide the following to allow applicant's participation in all APL activities:
  - a. workspace accommodation that allows webinar and conference call participation,
  - b. computer with email access,
  - c. a telephone line which will allow long distance calls,
  - d. IT support to learn how to register for and attend webinars.
5. I will work with the APL Consultant to develop staff and support the completion of the Platinum WIC project through site visits, emails, phone conferences and/or webinars.
6. I will complete the program evaluation survey.

Applicant Name \_\_\_\_\_

Local Agency Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

WIC Director Name \_\_\_\_\_

WIC Director Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section V - To Be Completed By Your Supervisor



How will participating in the Academy for Participant centered Leadership compliment development goals for this applicant?

What strengths will the applicant bring to the Academy?

Supervisor's Name	
Title	
Phone	
Email	

**PLEASE REVIEW YOUR APPLICATION FOR COMPLETENESS!**

**Your Completed Application Package is due no later than July 12, 2013.**

Applications must be emailed to State WIC by your WIC Director to confirm that your supervisor is aware of your application. Please ask your director to use the words “APL Application” and your agency’s name in the subject line.

### **IMPORTANT:**

Please **DO NOT FAX OR MAIL** your application.

Send the documents as an **EMAIL WITH ATTACHMENTS** to

**[Delfina.Shelomenseff@cdph.ca.gov](mailto:Delfina.Shelomenseff@cdph.ca.gov)**

An email acknowledgement will be sent within three days to your WIC Director indicating that your application has been received.

**If no acknowledgement is received, please contact Delfina at [Delfina.Shelomenseff@cdph.ca.gov](mailto:Delfina.Shelomenseff@cdph.ca.gov) or (916) 928-8541.**

Your director will be notified of your acceptance into the program by  
**August 2, 2013**